



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

William Clifford Smith, Treasurer
Billy Tauzin Congressional Committee
412 South Van
Houma, LA 70360

APR 09 2002

Identification Number: C00119040

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Smith:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Please amend your report to show election cycle-to-date figures for all aggregate amounts. (2 U.S.C. §434(b))

-On Schedule B of your report, you have itemized disbursements for which you have failed to include the complete address. Please amend your report to include the missing information. (11 CFR §104.3(b)(4))

-Schedule B of your report discloses reimbursements to individuals for transactions other than travel, meals and lodging. Please be advised that when itemizing reimbursements to individuals for goods or services, if the payment to the original vendor aggregates in excess of \$200 in an election cycle, a memo entry including the name and address of the original vendor, as well as the date, amount and purpose of the original purchase must be provided. If itemization is not necessary, you must indicate so in an amendment to this report. Please correct your report to include the missing information. (11 CFR §104.9)